HR Bulletin

Aug. HR 2019

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TEXAS STATE®
HUMAN RESOURCES

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The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send your suggestions to hr@txstate.edu

Salary Spread Deadline

12-MONTH SALARY SPREAD ELECTION FOR FY 2020

Faculty, staff and graduate students who want to change their salary spread election must do so by Friday, August 23, 2019.

To be eligible to spread your 9-month salary over 12 monthly paychecks, you must be appointed for nine months (September 1 – May 31). Per IRS regulations, if you elect salary spread you cannot change it for the remainder of the fiscal year.

If you are currently enrolled in salary spread and will be continuing with a 9-month appointment for the next academic year, your salary spread election will continue for the next year unless you elect to cancel it. If you have multiple assignments, all assignments will be placed on salary spread.

IMPORTANT NOTE

It is important to note that if you terminate employment, all deferred salary will be paid out in a lump sum on the next paycheck. This typically increases the federal income tax withholding percentage for that month. Also, enrolling in salary spread does not extend your employment or insurance benefits through the summer if you are not returning the following fall.

Election forms are available from the Office of Human Resources at www.hr.txstate.edu/forms in the Payroll section. If you have questions, please contact Leah Cuellar (lb1123) or 5.2557.

TUITION REIMBURSEMENT

DEADLINE

FALL 2019 | SEPTEMBER 11

UPPS 04.04.35: Professional Development and Educational Opportunities outlines how employees can receive reimbursement of certain fees after successful completion of course(s) by submitting the Academic Fee Reimbursement Form. The deadlines for the acceptance of the academic reimbursement form are: 12th class day for fall and spring semesters, and 4th class day of the first summer session for both summer sessions. For more details visit the Academic Course Reimbursement and Release Time Process website.

Employees enrolled in courses for Fall 2019 must complete the online academic reimbursement form by **September 11**. Late online submission will **only** be accepted when approval is routed through the employee's Cabinet member.

Contact OD & Communications in Human Resources with questions at hr_odc@txstate.edu or call 5.7899.

DO YOU KNOW HOW THE ACADEMIC COURSE REIMBURSEMENT PROCESS WORKS?

Step 1: Determine if you are eligible. Read through 'Eligibility for Class Release Time'.

Step 2: Register for courses.

Step 3: Submit the academic reimbursement form by the 12th class day for the Spring and Fall semester or by the 4th class day of the first summer session.

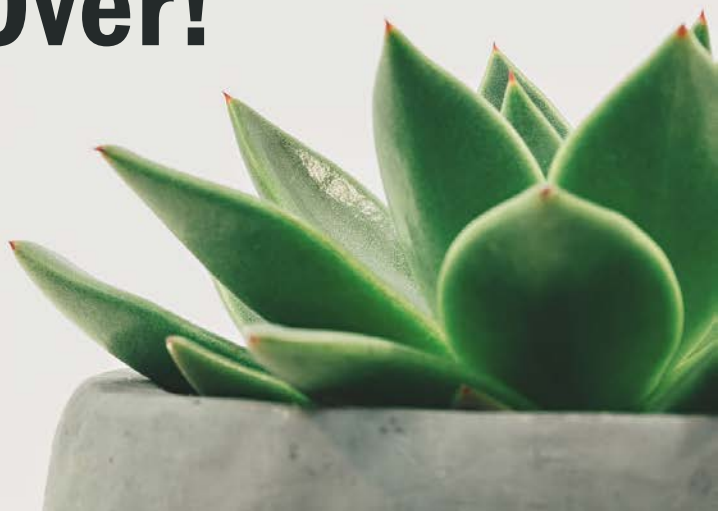
Step 4: After grades are posted, OD & Communications verifies that the employee has a passing grade of D or higher.

Step 5: If grade meets eligibility, OD & Communications submits employee information to Student Business Services for an automatic refund of eligible fees within 30 business days.

For more information on employee educational support visit the Employee Educational Support website or read through UPPS 04.04.35

Summer Enrollment is Over!

Now What?



Summer enrollment for 2019 - 2020 has ended. That means ERS is now processing our changes and will begin sending out new cards for certain benefits. If you did not make any changes, you will not receive new cards for the upcoming year.

- **Medical** - If you added dependents or changed plans, you should receive those cards in August.
- **Vision** - If you are newly enrolled in the vision plan, you should receive those cards in August.
- **Dental** - If you are enrolled in one of the dental plans, you will receive a welcome kit from Delta Dental in August. This will contain your member ID, plan information, and information about finding network dentists. You can start your search for your dental provider by visiting www.ersdentalplans.com. Make sure you check the provider list as the network has changed from Humana to Delta Dental!
- **TexFlex** - If you are newly enrolled in a TexFlex health care Flexible Spending Account, your TexFlex debit card will be mailed in August.

ALL CHANGES ARE EFFECTIVE SEPTEMBER 1.

Summer Swim Safety

Circle of Drowning Prevention

Summer can be a time for swimming, water sports and other outdoor activities. It's important to know how to stay safe, while having fun this summer.

The American Red Cross has created the Circle of Drowning Prevention. These five layers of protection can help prevent drowning accidents.

- Provide close and constant attention to children you are supervising in or near water.
- Fence pools and spas with adequate barriers, including four-sided fencing.
- Learn swimming and water-safety survival skills.
- Children, inexperienced swimmers, and all boaters should wear U.S. Coast Guard-approved life jackets.
- Always swim in a lifeguarded area.

For more information or to sign up for swim lessons (adults and youth), visit the Department of Campus Recreation Swim Lessons website.

American Red Cross

TexFlex Reminders

FOR PLAN YEAR 2019 (SEPTEMBER 1, 2018 – AUGUST 31, 2019)

REMINDER 01

Health Care Flexible Spending Accounts have a $500 rollover. Amounts between $25 and $500 left in your health care account will rollover to use in Plan Year 2020.

REMINDER 02

If you elected to switch to the Consumer Directed HealthSelect during summer enrollment, amounts between $25 and $500 left in your Health Care Flexible Spending Account will be converted to a limited use Flexible Spending Account for dental and vision expenses only.

REMINDER 03

DEADLINE TO FILE CLAIMS FOR PLAN YEAR 2019

- 12/31/2019 for healthcare claims incurred between 9/1/2018 – 8/31/2019.
- 12/31/2019 for dependent care claims incurred between 9/1/2018 – 11/15/2019. Dependent care accounts do not have a rollover, but do have a 2 ½ month grace period.

TEXFLEX

Helpful Hint | Debit Card Validation

If you are enrolled in TexFlex and use the TexFlex debit card to pay for your eligible medical expenses, you may be required to provide validation for your expenses. Since TexFlex accounts are tax-free, the IRS requires all card purchases to be validated. Check out the Important Information About TexFlex Card Validation resource to help you understand when you will be required to provide additional information to validate your charge.

GRADUATE
STUDENT HEALTH INSURANCE
is back!

Graduate student employees with a 50% FTE appointment are eligible to participate in both the Student Health Insurance Plan and the Texas State employee insurance plan offered through ERS.

Information regarding eligibility and enrollment options, as well as a comparison between the Student Health Insurance Plans and the employer plans, can be found on the Graduate Student Insurance Comparison Summary website.

Please share this information with your graduate student employees so that they are aware of all options and deadlines!

NEW WEBSITE | RETIREES & PRE-RETIREES

Human Resources has created a new website to help you better navigate your steps to retirement. The Retirees & Pre-Retirees website provides Texas State employees with the resources to make sure the road to retirement is an easy one.

Website features include:

- Pre-Retirement Resources: Learn more about how the retirement process works and access helpful checklists.
- Retiree Insurance Plans: Learn about health insurance eligibility and other health benefits available during retirement.
- Returning to Work after Retirement: Learn more about your options for continuing work after you retire from Texas State.

Your retiree benefits keep getting better!

For more information about retirement, contact the Benefits team at hr@txstate.edu or 5.2557.

AUGUST course offerings

The featured courses are coordinated through Organizational Development & Communications. Registration is available through the SAP Portal.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	Civilian Response to Active Shooter Events 7	Finding and Using Copyright Compliant Images and Music Online 8	9
12	13	NEW WellCats Educational Series - Water Exercise: Benefits and How to Do It Right 14	15	16
19	20	Mental Health First Aid Training 21	22	23
26	IN(ability): Disability Does Not Mean Inability 27	28	Bridging Learning to Life: Helping Students Transition into the Workplace 29	30

GED PROGRAM | Location: San Marcos Library | Registration: Aug. 27, 9 a.m. or 6:30 p.m. & Aug. 29 9 a.m. or 6:30 p.m. (must attend both sessions)

Please visit the OD & Communications Course Offerings website for further information.

Texas State Employee DISCOUNT PROGRAM

The Texas State University Employee Discount Program is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

Avis Rent a Car | There's never been a better reason to rent with Avis! Save up to 25% on base rates, and enjoy more great offers.

SunPower | Solar power lowers your monthly electric bill and helps protect the earth for the next generation. When you sign up for a free home evaluation from SunPower, you'll get a rebate of up to $1,000.

2920 Sleep | Save over $2,000 vs. retail store brands. Members get another 20% off.

Premium Seats: NFL | Premium Seats USA carries the largest selection of NFL tickets. When you purchase tickets with code BENEPLACE, you'll save 10%.

TripBeat | TripBeat makes it easy and affordable to book the perfect resort vacation. They have more than 2,400 properties around the world where you can save up to 40% on the room rate.

Check out this month's featured discounts from the Texas State Employee Discount Program. Limited-time offers and regional programs are also available.

TEXAS STATE

N.E.W.

We remind all new staff employees hired during the past month that N.E.W. is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University.
For more info and to connect with other new bobcats access the official new employee website.

N.E.W. II

FRIDAY, AUGUST 9, 2019

8 a.m. - 1:30 p.m.
JCK 1100

Contact the office of Human Resources with questions at hr_odc@txstate.edu or call 5.7899.

Join us in welcoming our new employee Bobcats!

Employees hired between June 1 - June 30

ADRIANNA GARCIA LINDSEY
Dispatcher
University Police

AMARIS LIANA MARTEL
Cashier
Student Health

ARTHUR AREVALO
Lieutenant
University Police

CATHARINA BEATRICE REYES
Student Development Specialist II
SLAC

CHRISTOPHER RYAN SOLIS
Graduate Degree Audit Specialist
The Graduate College

CLAUDIA VANESSA RODRIGUEZ
AP Coordinator
Accounting Office

COLLIN JOSEPH GAROUTTE
Grant Specialist
Meadows Center for Water & the Environment

DAVID AYRTON HOLLAND
Physician
Student Health

DEANA LU TOWNSEND
Human Resources Representative
Human Resources

DIANA NEWBERRY
Staff Specialist
Anthropology

ELIZABETH LAYNE TURNER
Academic Advisor I
Science & Engineering Academic Advising Center

GENESIS DIBRELL
Program Specialist
Mathworks

HALEIGH MADISON BLOCKER
Coordinator, Team Operations
Football

HOLLY ERIN BLUM
Coordinator, Resource Development
Development

JACQUELINE PAIGE PARCHOIS
Academic Advisor I
Science & Engineering Academic Advising Center

JAIME ANTONIO MORALES
Administrative Assistant II
Office of the University Registrar

JAMES BRIGHAM DIXON
Lieutenant
University Police

JENNIFER ANN PATERSON
Dispatcher
University Police

JOSE GARCIA, JR.
Facilities Maintenance Worker I
Department of Housing and Residential Life

JOSHUA NOAH GALLARDO
Facilities Maintenance Worker I
Department of Housing and Residential Life

KARIZZA RAE DEOLLOZ
Accounting Clerk II
University Libraries

KELSEY BLOUNT
Academic Advisor I
McCoy Academic Advising Center

KEVIN PENA
Programmer Analyst I
Mobile/Web Systems

KRISTIE MARIE KRAMER
Administrative Assistant II
Advancement Services

KYLE ANTHONY VAGHER
Coach
Football

LINDSEY PAIGE FETTY VICKERS
Business Process Analyst
Technology Innovation Office

MARINA MARIE ZUNIGA-JOHNSON
Technology Integration Specialist I
Learning Spaces

MARY JEANNETTE RATH
Systems Support Specialist II
English

MELISSA GARZA
Administrative Assistant II
Round Rock Campus

MONICA ANN SUAREZ
Dispatcher
University Police

NICHOLAS MARK BOLINTIAM, JR.
Dispatcher
University Police

PAIGE NICOLE SPANN
Administrative Assistant II
Office of the University Registrar

SEBASTIAN GABRIEL GERENA
Dispatcher
University Police

THOMAS ANDREW SIMIEN
Administrative Assistant II
Advancement Services

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between June 1 - June 30

ANGELA MARIE VILLEGAS
Promoted to Academic Advisor I
from Administrative Assistant II,
Fine Arts & Communication Advising Center

JASON H. O'BRIEN
Promoted to Academic Advisor II
from Academic Advisor I,
University College Advising Center

JOSHUA LEE KELLER
Promoted to Major Gift Officer
from Athletics Development Officer,
VP for University Advancement

KELLIE KRISTINA RODRIGUEZ
Promoted to Accountant I
from Accounting Clerk II,
Student Business Services & Bursars

KENDRA N. WESSON
Promoted to Equity and Inclusion Specialist
from Student Development Specialist II,
Equity and Inclusion

LUCINDA MARIA HOLZER
Promoted to Coordinator, IT Projects
from Degree Audit Coordinator,
Mobile/Web Systems

MAGGIE B. HUTCHINS-WAGNER
Promoted to Research Coordinator
from Grant Specialist,
College of Education

MARIA ELENA ADAMS
Promoted to Administrative Assistant III
from Administrative Assistant II,
Technology Resources Administration

MICHAEL EVERETTE WEISSMILLER
Promoted to Senior User Service Consultant
from User Services Consultant II,
Client Solutions

NICHOLAS M. SCHELLMAN
Promoted to Faculty Analyst
from Administrative Assistant II,
Associate Provost, Academic Affairs

BREANNA C. HENDERSON
Reclassified to Program Specialist
from Senior Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

LARISSA SHIVON MELLO
Reclassified to Administrative Assistant II
from Administrative Assistant I,
Department of Health & Human Performance

MEREDITH EILEEN KOLLMAN
Reclassified to Administrative Assistant II
from Administrative Assistant I,
Child Development Center

PAUL SPENCER COLLINS
Reclassified to Coordinator, Marketing & Promotions
from Graphic Designer (SPS),
VP for Information Technology

Madelyn Patlan and Eugene Bourgeois, Ph.D

Madelyn Patlan

Administrative Assistant III,

Department of History, College of Liberal Arts

EMPLOYEE OF THE MONTH
July 2019

Madelyn Patlan oversees the administrative work that keeps the History department running day in and day out. Madelyn coordinates the schedule of classes and enters all the History courses each semester, as well as arranges the schedule and classroom assignments for all of Taylor Murphy History building. She also coordinates the travel and scheduling arrangements for department visitors. When the other administrative assistant in the department is away, Madelyn picks up their responsibilities, which include overseeing the student workers, coordinating all faculty travel reimbursements, and overseeing textbook ordering for the History department. Each and every one of these responsibilities are crucial for the department to run smoothly, and Madelyn skillfully balances all of them.

Madelyn also coordinates the department's budgetary activities including paperwork for hiring, searches and campus visitors. She also addresses student and faculty issues that come through the office and attempts to find solutions before setting up appointments with the department chair.

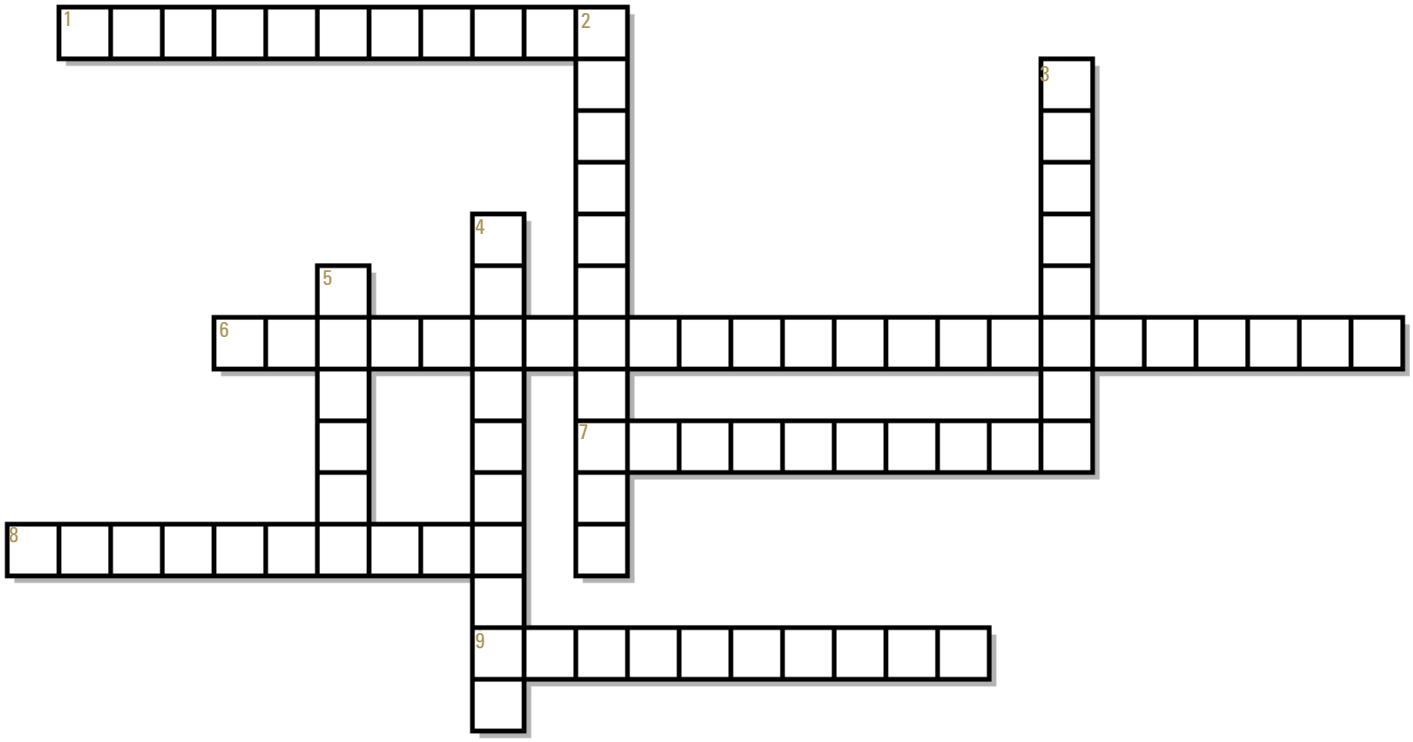
Madelyn always goes above and beyond the call of duty. This semester, the department has conducted four searches, and she has had to coordinate all of those - a time consuming process. While the department's other administrative assistant has been out on leave, Madelyn has been doing that job as well as her own, processing all of the departmental travel and serving as administrative support for the graduate program. She has absorbed this role to such an extent that when the other administrative assistant returns, there will not be stacks of work waiting.

In a department that has so much happening all at once, Madelyn ensures that the administrative side operates efficiently. Students and members of the public who contact the department receive a precise answer. Madelyn is always willing to serve the department and the university. She is quite often the face of the department to students. Her generosity helps to ensure that the faculty are able to focus on teaching and research. Madelyn Patlan represents "quality service" at Texas State by being fair, knowledgeable, timely, and an excellent communicator!

Congratulations, Madelyn, on your dedication and hard work!

HR Crossword Puzzle

Readers are invited to have some fun completing our HR crossword puzzle! Print this out, fill it in with answers found in this month's bulletin, and send it in. Scan or send a picture of your completed puzzle to hr@txstate.edu. by August 9th. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

1 _____ _____ are offered by campus recreation to support drowning prevention

6 Refunds for tuition reimbursement are processed by the _____ _____ _____ office

7 The HR's newest website topic is about preparing for _____

8 You might be required to provide _____ for your debit card usage with TexFlex

9 The TexFlex reminders help you manage your _____ _____ flexible spending account

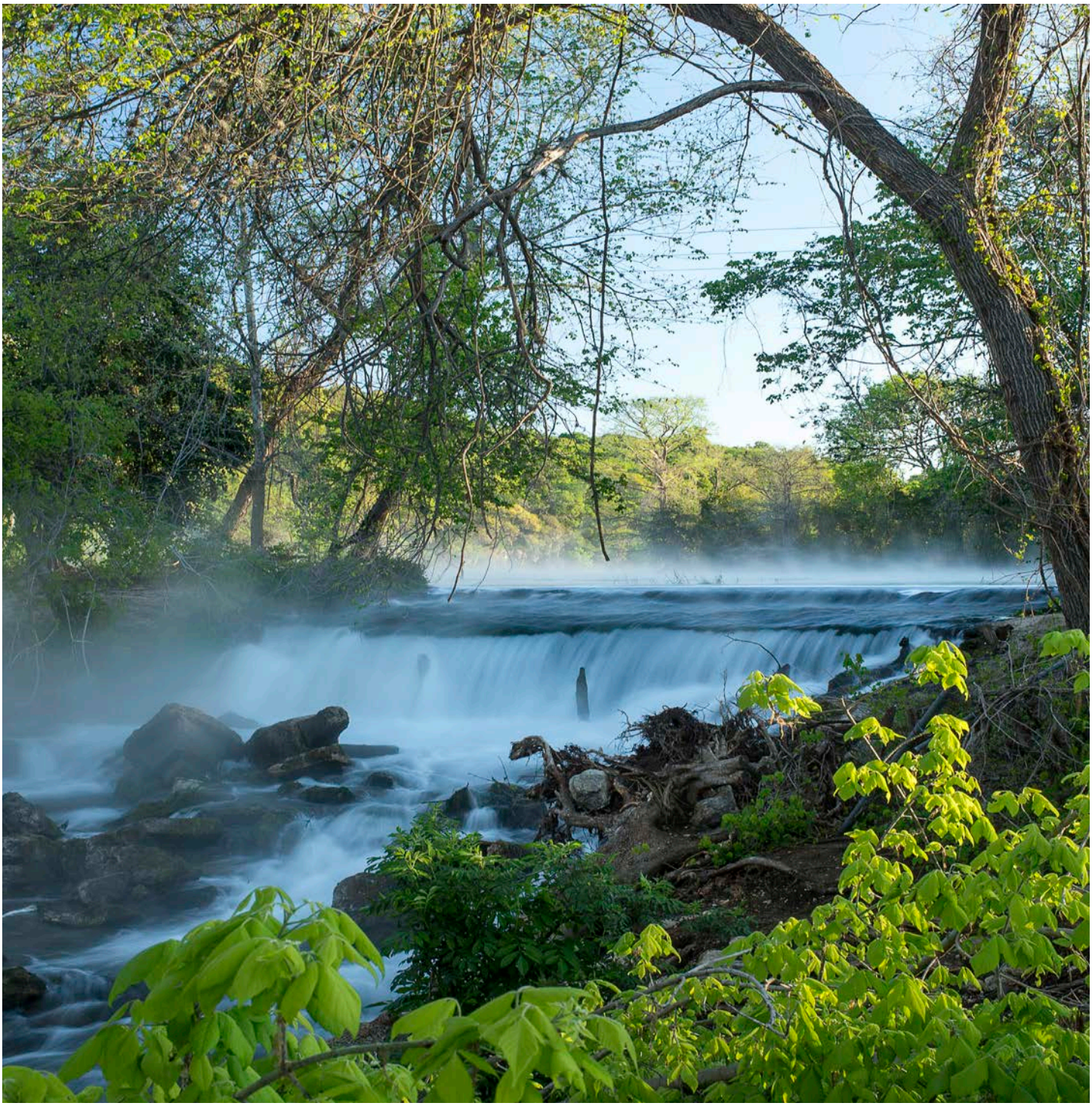
DOWN

2 The Fall 2019 tuition reimbursement deadline is _____

3 _____ is one of this month's employee discount providers

4 To be eligible for salary spread you must be appointed for _____ _____

5 New insurance cards will be mailed in _____



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This information is available in alternate format upon request from the Office of Disability Services.